



Chapter One

OPERATIONS MANUAL for CNFJ Regional Facility Management System – January 2003

CHAPTER 1 CNFJ REGION MISSION AND VISION

a. COMMANDER, U.S. NAVAL FORCES, JAPAN (CNFJ) MISSION.

CNFJ, a two-star Navy flag officer billet, has three primary mission areas. They are:

(1) Direct support for U.S. Seventh Fleet, forward deployed in the Western Pacific. This mission includes planning support, intelligence support, and liaison with Japanese Maritime Self Defense Force (JMSDF). CNFJ acts as a conduit for coordination and cooperation between USN and JMSDF at all levels.

(2) U.S. Navy Representative to the U.S. Country Team engaged in security treaty and host nation support issues with the Government of Japan, coordinating closely with U.S. Forces Japan and the American Embassy in Japan.

(3) Regional Commander and Immediate Superior in the Chain of Command (ISCC) for six U.S. Navy facilities (bases) located in Japan and the British Indian Ocean Territory (BIOT).

b. DESK GUIDE FOR CNFJ REGION BOS OPERATIONS. The “Desk Guide for CNFJ Region BOS Operations” is devoted entirely to the execution of the third CNFJ mission listed above, Regional Commander. Staff duties and responsibilities for the other two mission areas are covered by CNFJ Instruction COMNAVFORJAPANINST 5450.1Q, the CNFJ Staff Manual.

c. CNFJ REGION MISSION. The CNFJ Region mission is to maximize operational effectiveness of U.S. Naval and other forces in the area of responsibility (AOR) by providing world-class personnel and infrastructure support services. The AOR is the Western Pacific and Indian Oceans (excluding Singapore). The CNFJ Region operates a regional BOS service delivery system across six bases. The bases are Fleet Activities, Yokosuka; Naval Air Facility, Atsugi; Fleet Activities, Sasebo; Fleet Activities, Okinawa; Naval Air Facility, Misawa; and Naval Support Facility, Diego Garcia.

d. THE CNFJ REGION VISION. The CNFJ Region vision, or “main thing” as described in the “CNFJ Region Strategic Plan 2000,” is ***Deliver World-class Support to Our Forward Deployed Naval Forces.***

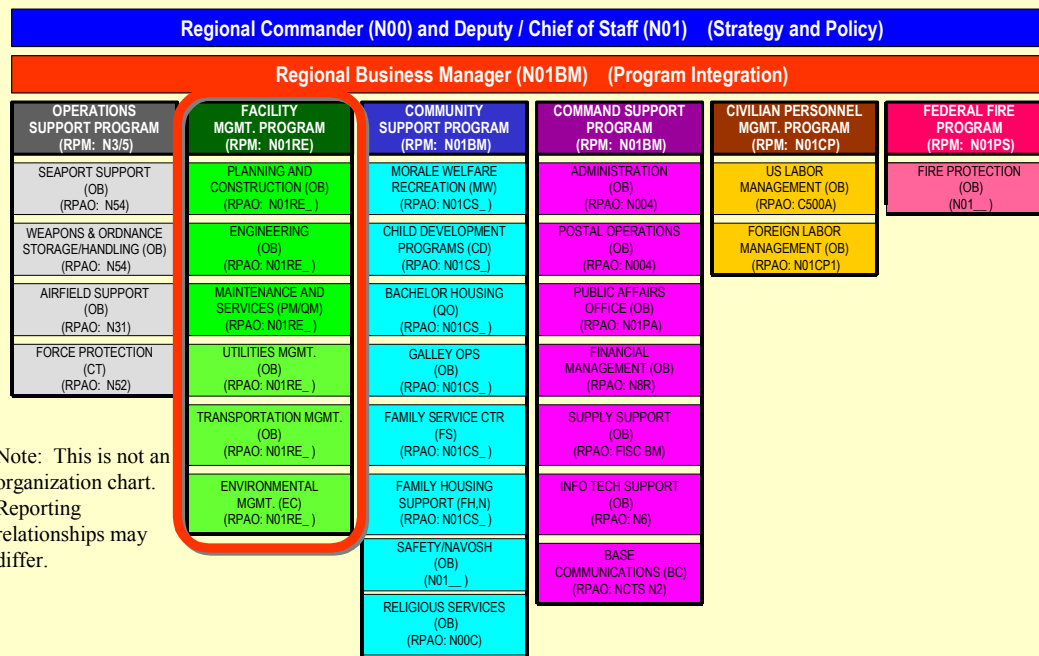


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CNFJ BOS Management Structure



Note: This is not an organization chart. Reporting relationships may differ.

e. CNFJ REGION BOS PROGRAM MANAGEMENT STRUCTURE.

CNFJ Region has structured its total universe of BOS programs covered by the Installation Management Accounting Project (IMAP) definition into six macro BOS program and twenty-two sub-programs as shown above.

(1) **PROGRAMS.** The five-macro BOS programs include Operations Support, Facility Management, Community Support, Command Support, Federal hire and Civilian Personnel Management. Each headed by a designated Regional Program Manager (RPM) at the military O6 or civilian GS-15 level. RPM responsibilities are collateral duties of existing CNFJ region staff. The Regional Facility Management Program is highlighted on the chart above.

(2) **SUB-PROGRAMS.** Each BOS program has from two to seven sub-programs, each headed by a Regional Program Action Officer (RPAO) at the military O4 or civilian GS-13 level. RPAO responsibilities are collateral duties of existing CNFJ region staff, staff of regional BOS service commands, or Fleet Activities Yokosuka, Japan.

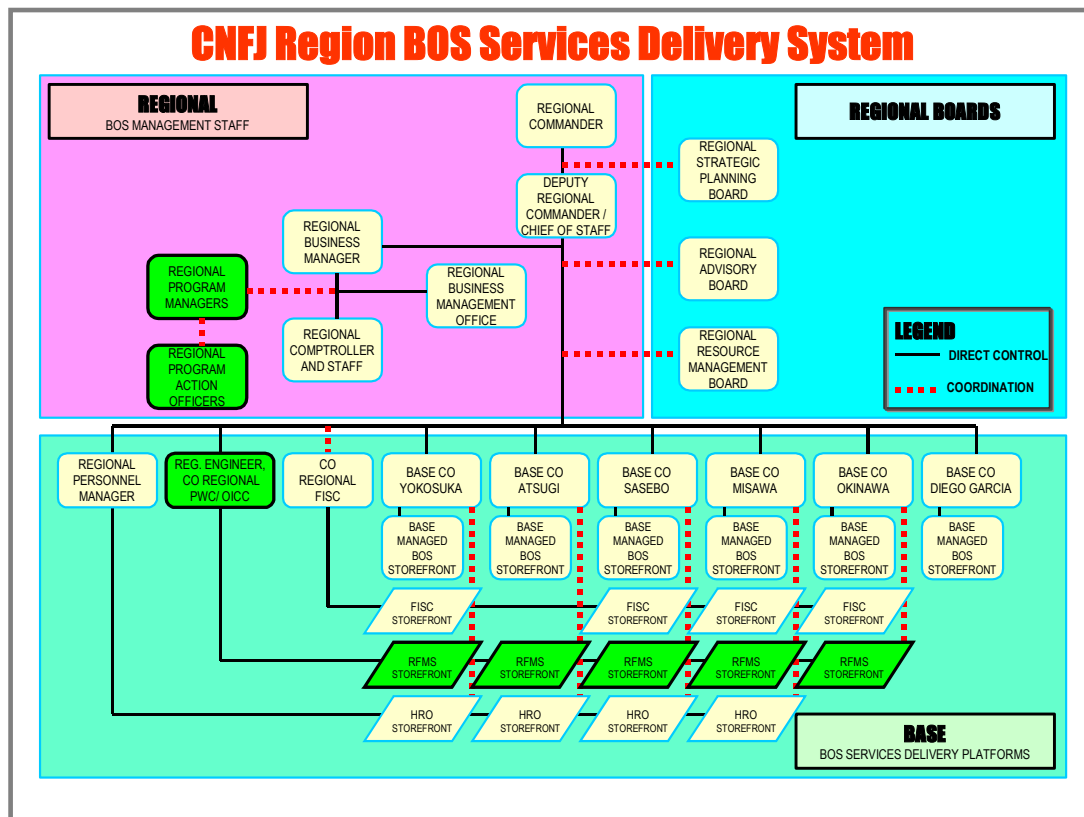
f. **CNFJ REGION BOS SERVICES DELIVERY SYSTEM.** The CNFJ Region BOS Service Delivery System is shown above. The Model was designed to meet the objectives of BOS regionalization directed by the CNO and CINCPACFLT while addressing the



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unique requirements of the Navy in Japan and Diego Garcia. The components of the Regional Facility Management System (RFMS) are highlighted on the above chart.



(1) **SYSTEM PARTS.** The CNFJ Region BOS Service Delivery System has three key parts: (a) Regional BOS Management Staff, (b) Base BOS Services Delivery Platforms, and (c) Regional Boards. Each part and its components are described in detail in the Desk Guide for CNFJ Region BOS Operations

(a) **Regional BOS Management Staff.** The Regional BOS Management Staff collectively manages all BOS programs and resources. The Regional Staff (1) plan for desired business results, (2) budget for requirements, (3) allocate resources and (4) monitor actual program results. The Regional Staff is composed of the Regional Commander, Deputy Regional Commander / COS, Regional Business Manager (RBM), the Regional Business Management Office (RBMO), Regional Program Managers / Action Officers, and the Regional Comptroller. Each component is addressed in detail in the Desk Guide.

(b) **Base BOS Services Delivery Platforms.** In the CNFJ Region, most BOS service is delivered locally at the base level to end-user Navy customers. Service delivery platforms work directly for the Base Commanding Officer (CO) and are an organic component of the host base. Bases also host regional system service delivery “storefronts.” The Regional Facility Management System (RFMS) delivers service to Bases through a combination of local storefronts and central support.



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(c) **Regional BOS Management Boards.** In the CNFJ Region, there are three Regional Boards that perform specific functions on an as-needed basis. Each Board is tailored in membership to include stakeholders and subject matter experts. The three boards are (1) Regional Strategic Planning Board, (2) Regional Advisory Board, and (3) Regional Resource Management Board. Each board is addressed in detail in the Desk Guide for CNFJ Region BOS Operations.